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| MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE | | EFFECTIVE DATE 10/01/2006 | NUMBER 05.03.102 |
| SUBJECT HOBBYCRAFT PROGRAM | | SUPERSEDES 05.03.102 (02/15/79) | |
| | | AUTHORITY MCL 791.203; 791.204 | |
| | | ACA STANDARDS NONE | |
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POLICY STATEMENT:

Prisoners in Correctional Facilities Administration (CFA) institutions may participate in a hobbycraft program offered at the institutions in which they are incarcerated, consistent with this policy.

RELATED POLICIES:

04.04.120 Tool Control
04.07.112 Prisoner Personal Property

POLICY:

GENERAL INFORMATION

- A. The Warden may authorize a hobbycraft program for prisoners at institutions under his/her supervision. Wardens of institutions with different security levels may authorize different hobbycraft activities based on the security level. Only prisoners in general population and, to the extent feasible, prisoners in protective segregation may participate in a hobbycraft program.
- B. Prisoners participating in a hobbycraft program shall only work on their own projects. Job letting, partnership, or contractual agreements between prisoners to complete or assist in completing hobbycraft projects are prohibited. Projects shall not include gang signs or symbols or any copyrighted or trademarked material (e.g., Disney).
- C. Hobbycraft materials, supplies and projects are subject to prisoner property limits set forth in PD 04.07.112 "Prisoner Personal Property". Except as authorized in Paragraphs V and W, prisoners may not give or sell hobbycraft materials, supplies or projects to other prisoners or be in the possession of materials, supplies or projects belonging to another prisoner.
- D. Department funds shall not be used to purchase hobbycraft materials, supplies or tools. Such items shall be purchased only as set forth in this policy.

HOBBYCRAFT SUPERVISOR

- E. The Warden of an institution offering a hobbycraft program shall designate a Hobbycraft Supervisor to oversee the program at that institution. A Warden who supervises a camp offering a hobbycraft program may designate a separate Hobbycraft Supervisor to oversee those activities.

AUTHORIZED HOBBYCRAFT ACTIVITIES

- F. Wardens who have authorized a hobbycraft program may offer only one or more of the following hobbycraft activities, subject to Paragraph G:
 - 1. Drawing and Painting - All security levels.
 - 2. Needlecraft, which may include crocheting, embroidering, knitting and/or needlepoint - Levels I through IV only.

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3. Beadcraft - Levels I through III only.
 4. Leathercraft - Levels I through III only. Prisoners may possess kits, leather, sewing materials and, if approved by the Warden or designee, stains in their cell or room; any other approved leathercraft materials must be stored in the hobbycraft area designated pursuant to Paragraph H. Individual pieces of leather in a prisoner's possession in his/her cell or room must be no larger than three square feet. Only kits are authorized if a hobbycraft area has not been designated pursuant to Paragraph H.
 5. Soft Wood Structuring, which may include only crafts made of balsa, pine, craft sticks, chips or similar soft wood) - Levels I through III only. Sanding is prohibited in a prisoner's cell or room.
- G. Those institutions which offered ceramics as part of their hobbycraft program prior to the effective date of this policy may continue to do so provided that all ceramics activity is performed in the hobbycraft area designated pursuant to Paragraph H and all other requirements of this policy are met, except that materials and supplies may be purchased from vendors approved by the Warden or designee.
- H. Prisoners may participate in authorized hobbycraft activities other than leathercraft in their cell or room; for leathercraft, only leathercraft sewing and kits are authorized activities within a prisoner's cell or room. The Warden may designate one or more additional hobbycraft areas within the institution in which Level I through IV prisoners may engage in authorized hobbycraft activities provided that such areas are supervised by the Hobbycraft Supervisor. If an additional hobbycraft area is designated, in-room supervision by the Hobbycraft Supervisor is required whenever the area is in use by prisoners engaged in hobbycraft activities; however, for painting and drawing, needlecraft, and beadcraft activities in Level I, the Hobbycraft Supervisor need only be readily available. Security levels shall not be mixed except as provided in PD 05.01.140 "Prisoner Placement and Transfer".
- I. The Warden may limit the number of hobbycraft activities in which prisoners may participate outside of their cell or room. The Warden also may limit the number of hobbycraft projects on which prisoners may work outside of their cell or room.

HOBBYCRAFT TOOLS

- J. As of the effective date of this policy, prisoners are prohibited from purchasing hobbycraft tools as personal property; all hobbycraft tools must be purchased by the Prisoner Benefit Fund in accordance with PD 04.02.110 "Prisoner Benefit Fund". Styluses, seam rippers and beading wire are prohibited.
- K. Prisoners are authorized to possess and use hobbycraft tools (e.g., leather punches, pounding blocks, leather stamps, Xacto knives) only if the Warden has designated a hobbycraft area pursuant to Paragraph H; prisoners may possess and use the tools only in the designated hobbycraft area. All hobbycraft tools must be stored in the designated hobbycraft area and in accordance with PD 04.04.120 "Tool Control", if applicable. Prisoners shall be permitted to use only those hobbycraft tools authorized for use by the Warden or designee for the hobbycraft program in which the prisoner is participating.
- L. Prisoners who purchased hobbycraft tools as personal property in accordance with institutional procedures prior to the effective date of this policy shall be permitted to retain the tools as personal property through March 31, 2007, provided the Warden has designated a hobbycraft area pursuant to Paragraph H and the tools are stored in the designated area in accordance with Paragraph K; tools remaining in the prisoner's possession on or after April 1, 2007, shall be considered contraband and disposed of in accordance with PD 04.07.112 "Prisoner Personal Property".

HOBBYCRAFT MATERIALS/SUPPLIES

- M. Prisoners shall be permitted to use only those hobbycraft materials and supplies authorized for use by the Warden or designee for the hobbycraft activities in which the prisoner is participating. A prisoner

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may purchase no more than a total of \$100 each month in hobbycraft materials and supplies, not including tax or shipping; this does not include items on the Standardized Store List that a prisoner may purchase. Except as set forth in Paragraph G, all hobbycraft materials and supplies must be purchased only from the vendors identified in Attachment A and in accordance with institutional ordering procedures. All orders require prior authorization by the Hobbycraft Supervisor.

- N. Hobbycraft materials and supplies are subject to cost limitations set forth in PD 04.07.112 "Prisoner Personal Property". They also are subject to the following restrictions:
1. Materials and supplies made of glass, including beads, or in glass or metal containers are prohibited. Metal clock hands are permitted only if the hand does not exceed three inches in length; all other metal hobbycraft materials and supplies are permitted only if the metal does not exceed two inches in length or width. This includes knitting needles and crochet hooks; it does not include scissors, which are addressed below, and sewing needles.
 2. Scissors must be under 5½ inches in length, including handle, with rounded tip and plastic handle only. Scissors that do not meet this criteria are considered tools for purposes of this policy.
 3. Dowel rods and squirt bottles are prohibited.
 4. Materials and supplies must comply with fire safety requirements set forth in PD 04.03.120 "Fire Safety" and be non-caustic, non-aerosol and alcohol-free.
 5. Double-wall packaging is prohibited.
 6. Liquids and gels, including all paints, must be water-based.
 7. Pens, paints and markers must be non-fluorescent; pens and markers must have transparent barrel.
 8. Items sold by weight or volume cannot exceed 16 ounces per item.
 9. Predominantly black and gray yarn and fabric are prohibited.
- O. The Hobbycraft Supervisor shall ensure each prisoner participating in hobbycraft activities in his/her cell or room has a Hobbycraft Card (CAJ-886). The Hobbycraft Supervisor also shall ensure that the Hobbycraft Card identifies each hobbycraft item the prisoner is currently allowed to possess in his/her cell or room. All hobbycraft items stored for a prisoner in a hobbycraft area designated pursuant to Paragraph H shall be separately itemized, with a copy of the itemization provided to the prisoner.
- P. If a prisoner with hobbycraft materials or supplies transfers to a facility which does not offer at the prisoner's security level a hobbycraft activity for which the same materials and supplies are authorized, the materials and supplies not allowed at that facility shall be disposed of as set forth in PD 04.07.112 "Prisoner Personal Property"; this includes storing the items if the prisoner is placed in security Level IV or V if storage is required by PD 04.07.112. If the receiving facility does offer a hobbycraft activity at the prisoner's security level for which any or all of the same materials or supplies are authorized, those materials and/or supplies which are authorized shall be stored for the prisoner for at least 30 calendar days to permit the prisoner an opportunity to apply to participate in the hobbycraft activity.

COMPLETED HOBBYCRYPT PROJECTS

- Q. Prisoners are not permitted to keep their completed hobbycraft projects; completed projects must be mailed out of the facility upon completion at the prisoner's expense, picked up during a visit within 30 calendar days after completion, or sold through the institution as set forth below. Prisoners shall make arrangements for disposal of completed projects with the Hobbycraft Supervisor prior to completion of

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the project. If the item will be mailed out or picked up and the prisoner is allowed to temporarily retain the item in his/her cell or room, a Hobbycraft Clearance Permit (CAJ-881) shall be issued to the prisoner to authorize the possession of the item until it is mailed out or picked up. Completed projects not disposed of in accordance with this policy shall be considered contraband and disposed of in accordance with PD 04.07.112 "Prisoner Personal Property".

- R. Staff and prisoners shall not participate in the exhibition, display or sale of hobbycraft projects except as set forth in this policy.

SALE OF COMPLETED HOBBYCRAFT PROJECTS

- S. The Warden may authorize the operation of a hobbycraft store or stand(s) for the sale of completed hobbycraft projects. Staff are not permitted to purchase hobbycraft projects except as authorized by the Warden through the hobbycraft store or stand. The Hobbycraft Supervisor shall be responsible for overseeing the sale of all completed hobbycraft projects.
- T. Only items approved by the Hobbycraft Supervisor shall be offered for sale in the hobbycraft store or stand. The Hobbycraft Supervisor may establish a minimum or maximum period of time for which items shall be available for purchase.
- U. Completed hobbycraft projects shall be sold at fair market value, as determined by the prisoner selling the item and as approved by the Hobbycraft Supervisor, plus applicable sales tax. All sales shall be documented by issuance of a Hobbycraft Sales Receipt (CAR-961), unless sold to another prisoner. A copy of each receipt shall be forwarded to the institutional business office on a schedule determined by the Warden or designee.

Sale to Prisoners

- V. At each facility, a prisoner may purchase completed hobbycraft projects from no more than four prisoners each year; each purchase cannot exceed \$100 but may include multiple items. Prisoners may order hobbycraft projects and purchase completed hobbycraft projects by other prisoners at the same facility, in accordance with institutional procedures. The price of each item shall be determined and the sale documented as set forth in Paragraph U.
- W. All purchased hobbycraft projects must be mailed out of the facility at the purchasing prisoner's expense or picked up during a visit within 30 calendar days after the purchase transaction has been completed. The purchasing prisoner must make arrangements for disposition of the hobbycraft project at the time of purchase. If the item will be picked up and the purchasing prisoner is allowed to temporarily retain the item in his/her cell or room, a Hobbycraft Clearance Permit (CAJ-881) shall be issued to the prisoner to authorize the possession of the item until it is picked up. Completed projects not disposed of in accordance with this policy shall be considered contraband and disposed of in accordance with PD 04.07.112 "Prisoner Personal Property".

Funds Received from Sales

- X. Funds received for the purchase of completed hobbycraft projects shall be kept in a secured location. The funds shall be forwarded to the appropriate business office on a schedule determined by the Warden or designee. The Administrative Officer or designee shall reconcile sale receipts against funds received for those sales on a regular basis.
- Y. Proceeds from hobbycraft sales shall be credited to the appropriate prisoner's institutional account in accordance with PD 04.02.105 "Prisoner Funds"; however, 15% of the pre-tax proceeds shall be deposited into the Prisoner Benefit Fund account. Taxes shall be remitted to the appropriate governmental agency.

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TERMINATION FROM HOBBYCRAFT PROGRAM

- Z. A prisoner's participation in the hobbycraft program may be terminated for a minimum of 60 calendar days if the prisoner is found guilty of misconduct, including a summary disposition action, for behavior which is determined to be directly related to his/her participation in a hobbycraft program; participation also may be terminated for a minimum of 60 calendar days if the prisoner is found at a hearing conducted pursuant to Administrative Rule 791.3310 to have not complied with requirements set forth in this policy or in implementing procedures. If terminated, a prisoner shall be permitted to participate in a hobbycraft program only with approval of the Warden or designee.
- AA. If a prisoner is terminated from participation in a hobbycraft program pursuant to Paragraph Z, the prisoner's hobbycraft materials, supplies and unsold projects shall be considered contraband and disposed of in accordance with PD 04.07.112 "Prisoner Personal Property". This includes completed projects available for sale in a hobbycraft store or stand. It does not include completed projects that are being held to be picked up on a visit.

OPERATING PROCEDURES

- BB. Wardens shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director or a Deputy Director.

AUDIT ELEMENTS

- CC. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist Wardens with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

ATTACHMENTS

- DD. This policy includes the following Attachment:
 - 1. Attachment A - Approved Hobbycraft Vendor List

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ATTACHMENT A

APPROVED HOBBYCRAFT VENDOR LIST

Hobbycraft supplies may be purchased only from the following vendors and in accordance with institutional operating procedures:

1. NASCO
2. Newark Dressmaker Supply, Inc.
3. Tandy Leather/Tandy Leather Factory/Tandy Leather Company
4. Shipwreck Beads
5. Dick Blick Art Materials